Board Office Use: Le	gislative File Info.	
File ID Number	11-2722	
Introduction Date	11/07/2011	
Enactment Number	11-2441	
Enactment Date	11/07/2011 11-2441 11-16-11 DD	



Memo

То

From

The Board of Education

Tony Smith, Ph.D., Superintendent By: Maria Santos, Deputy Superintendent, Instruction, Leadership & Equity-in-Action Vernon Hal, Deputy Superintendent, Business & Operations

Board Meeting Date (To be completed by Procurement)

11-16-11

Subject	Professional Service		~					
	Vanessa Flynn	Oakland	CA	(contractor, City State)				
		Hoover Elementary		(site/department)				
Action Requested	Ratification of a professional services contract between Oakland Unified School District and Vanessa Flynn							
	be primarily provi	ded to Hoover Elementary through 06/08/2012		for the period of				
Background A one paragraph explanation of why the consultant's services are needed.	has a proven track reco the Open Court program needs of students. The which is then followed u	rd at Acorn Woodland, Pied n to include three days of le basic skills are initially taugl p with additional practice at	mont Ave. a veled reader nt using grad the student	ng our reading program. Ms. Flynn and other schools to help re-work r instruction to meet the specific de level materials in Open Court, 's actual achievement level. We ess will ensure increased student				
Discussion One paragraph summary of the scope of work.	We will first begin with a three hour refresher course to review the techniques and procedures we used last year. Ms. Flynn will follow up by weekly visits to Hoover. The visits will include: Grade Level Collaboration Meetings to assist in the development of appropriate support activities, observation, elbow teaching, and mentoring of new teachers and our literacy coach. She will also provide monthly school professional development meetings.							
Recommendation	District and <u>Vanes</u> be primarily provi	sa Flynn	y	veen Oakland Unified School Services to for the period of				
Fiscal Impact								
riscar impact	Funding resource name (please spell out) <u>Title 1</u> not to exceed \$ <u>25,000.00</u>							
Attachments	 Professional Services Contract including scope of work 							
	 Fingerprint/Background Check Certification 							
	 Commercial General Liability Insurance Certification 							
		ng documentation						
	 Statement 	of qualifications						

Board Office Use: Legislative File Info.							
File ID Number	11-2722						
Introduction Date	1107/2011						
Enactment Number	11-2441						
Enactment Date	11-16-11 82						



PROFESSIONAL SERVICES CONTRACT 2011-2012

This Agreement is entered into between the Oakland Unified School District (OUSD) and <u>Vanessa Flynn</u> (CONTRACTOR). OUSD is authorized by Government Code Section 53060 to contract for the furnishing of special services and advice in financial, economic, accounting, engineering, legal, and administrative matters with persons specially trained, experienced, and competent to perform such services. CONTRACTOR warrants it is specially trained, experienced, and competent to provide such services. The parties agree as follows:

- 1. Services: CONTRACTOR shall provide the services described in Exhibit "A," attached hereto and incorporated herein by reference ("Services" or "Work").
- Terms: CONTRACTOR shall commence work on <u>10/10/2011</u>, or the day immediately following approval by the Superintendent if the aggregate amount CONTRACTOR has contracted with the District is below \$78,500 in the current fiscal year; or, approval by the Board of Education if the total contract(s) exceed \$78,500, whichever is later. The work shall be completed no later than <u>06/08/2012</u>.
- Compensation: OUSD agrees to pay CONTRACTOR for services satisfactorily rendered pursuant to this Agreement, a total fee not to
 exceed twenty-five thousand dollars which includes materials listed on number 5. Dollars (\$25,000.00). This sum shall
 be for full performance of this Agreement and includes all fees, costs, and expenses incurred by Contractor including, but not limited
 to, labor, materials, taxes, profit, overhead, travel, insurance, subcontractor costs, and other costs.

If CONTRACTOR will be compensated hourly for services provided under this Contract, CONTRACTOR shall describe in Exhibit "A," attached hereto, the specific scope of services to be delivered on an hourly basis to OUSD.

OUSD shall not be liable to CONTRACTOR for any costs or expenses paid or incurred by CONTRACTOR in performing services for OUSD, except as follows:

Payment for Work shall be made for all undisputed amounts in monthly installment payments within forty-five (45) days after the CONTRACTOR submits an invoice to OUSD for Work actually completed and after OUSD's written approval of the Work, or the portion of the Work for which payment is to be made.

The granting of any payment by OUSD, or the receipt thereof by CONTRACTOR, shall in no way lessen the liability of CONTRACTOR to correct unsatisfactory work, although the unsatisfactory character of that work may not have been apparent or detected at the time a payment was made. Work, which does not conform to the requirements of this Agreement, may be rejected by the District and in that case must be replaced by CONTRACTOR without delay.

- 4. Submittal of Documents: CONTRACTOR shall not commence the Work under this Contract until CONTRACTOR has submitted and OUSD has approved evidence of the following:
 - 1. Individual consultants:
 - Tuberculosis Clearance Documentation from health care provider showing negative TB status within the last four years.
 - Completion of Pre-Consultant Screening Process Attach letter from Human Resources Support Services showing completion of Pre-Consultant Screening for this current fiscal year.
 - Insurance Certificates and Endorsements General Liability insurance in compliance with section 9 herein.
 - 2. Agencies or organizations:

Insurance Certificates and Endorsements – Workers' Compensation insurance in compliance with section 9 herein.

- 5. Equipment and Materials: CONTRACTOR shall provide all equipment, materials, and supplies necessary for the performance of this Agreement *except*: Teacher instructional materials _______ which shall not exceed a total cost of \$ 1,275.00 _____.
- 6. CONTRACTOR Qualifications / Performance of Services.

CONTRACTOR Qualifications. CONTRACTOR warrants it is specially trained, experienced, competent and fully licensed to provide the Services required by this Agreement in conformity with the laws and regulations of the State of California, the United States of America, and all local laws, ordinances and,/or regulations, as they may apply.

Standard of Care. CONTRACTOR warrants that CONTRACTOR has the qualifications and ability to perform the Services in a professional manner, without the advice, control, or supervision of OUSD. CONTRACTOR's services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices of its profession for services to California school districts.

 Notices: All notices and invoices provided for under this Agreement shall be in writing and either personally delivered during normal business hours or sent by U.S. Mail (certified, return receipt requested) with postage prepaid to the other party at the address set forth below:

P.O. No.

Professional Services Contract

OUSD Representat	tive:	CONTRACTOR:	CONTRACTOR:						
Name: LaResha M	lartin	Name: Vanessa Flynn							
Site /Dept.:	Hoover Elementary	Title: Educational Consultant Address: 4210 Gilbert St.							
Address: 890 Brock	khurst St.								
Oakland,	CA	Oakland CA 94611							
Phone: (510) 879-1	700	Phone: (510) 882-1542							

Notice shall be effective when received if personally served or, if mailed, three days after mailing. Either party must give written notice of a change of address. CONTRACTOR shall submit invoices in a form that includes the name of the person providing the service, the service performed, the date service was rendered, and the hours spent on the work.

8. Invoicing

Invoices furnished by CONTRACTOR under this Agreement must be in a form acceptable to OUSD. All amounts paid by OUSD shall be subject to audit by OUSD.

- Invoices shall include, but not be limited to: Consultant name, consultant address, invoice date, invoice sequence number, purchase order number, name of school or department service was provided to, period of service, number of hours of service, brief description of services provided, hourly rate, total payment requested.
- 2. Invoices from Agencies or Organizations must include evidence of compliance with section 19 herein:
 - i. Fingerprinting of Employees and Agents: Agency or organization must provide a current list of all employees, agents and volunteers working at an OUSD site when invoicing, and must include the Department of Justice ATI number for each person, and at statement that subsequent arrest records have been requested for each person listed.
 - ii. Tuberculosis Screening: The list must also include a statement that TB Clearance is on file for each person.
- 9. Status of Contractor: This is not an employment contract. CONTRACTOR, in the performance of this Agreement, shall be and act as an independent contractor. CONTRACTOR understands and agrees that it and all of its employees shall not be considered officers, employees, agents, partner, or joint venture of OUSD, and are not entitled to benefits of any kind or nature normally provided employees of OUSD and/or to which OUSD's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. CONTRACTOR shall assume full responsibility for payment of all Federal, State, and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to CONTRACTOR's employees. In the performance of the work herein contemplated, CONTRACTOR is an independent contractor or business entity, with the sole authority for controlling and directing the performance of the details of the work, OUSD being interested only in the results obtained.

10. Insurance:

- 1. Commercial General Liability Insurance: Unless specifically waived by OUSD, the following insurance is required:
 - i. If CONTRACTOR employs any person to perform work in connection with this Agreement, CONTRACTOR shall procure and maintain at all times during the performance of such work, Workers' Compensation Insurance in conformance with the laws of the State of California and Federal laws when applicable. Employers' Liability Insurance shall not be less than One Million Dollars (\$1,000,000) per accident or disease.

Check one of the boxes below:

- □ CONTRACTOR is aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and will comply with such provisions before commencing the performance of the Work of this Contract.
- CONTRACTOR does not employ anyone in the manner subject to the workers' compensation laws of California.
- ii. CONTRACTOR shall maintain Commercial General Liability insurance, including automobile coverage with limits of One Million Dollars (\$1,000,000) per occurrence for bodily injury and property damage. The coverage shall be primary as to OUSD and shall name OUSD as an additional insured. Evidence of insurance must be attached. Endorsement of OUSD as an additional insured shall not affect OUSD's rights to any claim, demand, suit or judgment made, brought or recovered against CONTRACTOR. The policy shall protect CONTRACTOR and OUSD in the same manner as though each were separately issued. Nothing in said policy shall operate to increase the Insurer's liability as set forth in the policy beyond the amount or amounts shown or to which the Insurer would have been liable if only one interest were named as an insured.
- iii. If CONTRACTOR is offering OUSD professional advice under this Contract, CONTRACTOR shall maintain Errors and Omissions insurance or Professional Liability insurance with coverage limits of One Million Dollars (\$1,000,000) per claim.

OR

- iv. CONTRACTOR is not required to maintain any insurance under this agreement. (Completed and approved Waiver of Insurance Form is required.) Waiver of insurance does not release CONTRACTOR from responsibility for any claim or demand.
- 11. Licenses and Permits: CONTRACTOR shall obtain and keep in force all licenses, permits, and certificates necessary for the performance of this Agreement.

Professional Services Contract

- 12. Assignment: The obligations of CONTRACTOR under this Agreement shall not be assigned by CONTRACTOR without the express prior written consent of OUSD.
- 13. Anti-Discrimination. It is the policy of OUSD that in connection with all work performed under Contracts there be no discrimination against any employee engaged in the work because of race, color, ancestry, national origin, religious creed, physical disability, medical condition, marital status, sexual orientation, gender, or age and therefore the CONTRACTOR agrees to comply with applicable Federal and California laws including, but not limited to, the California Fair Employment and Housing Act beginning with Government Code Section 12900 and Labor Code Section 1735 and OUSD policy. In addition, the CONTRACTOR agrees to require like compliance by all its subcontractor(s). Contractor shall not engage in unlawful discrimination in employment on the basis of actual or perceived; race, color, national origin, ancestry, religion, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender, sex or sexual orientation.
- 14. Drug-Free / Smoke Free Policy. No drugs, alcohol, and/or smoking are allowed at any time in any buildings and/or grounds on OUSD property. No students, staff, visitors, CONTRACTORS, or subcontractors are to use drugs on these sites.
- 15. Indemnification: CONTRACTOR agrees to hold harmless, indemnify, and defend OUSD and its officers, agents, and employees from any and all claims or losses accruing or resulting from injury, damage, or death of any person, firm, or corporation in connection with the performance of this Agreement. CONTRACTOR also agrees to hold harmless, indemnify, and defend OUSD and its elective board, officers, agents, and employees from any and all claims or losses incurred by any supplier, contractor, or subcontractor furnishing work, services, or materials to CONTRACTOR in connection with the performance of this Agreement. This provision survives termination of this Agreement.
- 16. Copyright/Trademark/Patent/Ownership. CONTRACTOR understands and agrees that all matters produced under this Agreement shall become the property of OUSD and cannot be used without OUSD's express written permission. OUSD shall have all right, title and interest in said matters, including the right to secure and maintain the copyright, trademark, and/or patent of said matter in the name of OUSD. CONTRACTOR consents to use of CONTRACTOR's name in conjunction with the sale, use, performance and distribution of the matters, for any purpose and in any medium. These matters include, without limitation, drawings, plans, specifications, studies, reports, memoranda, computation sheets, the contents of computer diskettes, artwork, copy, posters, billboards, photographs, videotapes, audiotapes, systems designs, software, reports, diagrams, surveys, source codes or any other original works of authorship, or other documents prepared by CONTRACTOR or its Sub-CONTRACTORs in connection with the Services performed under this Agreement. All works shall be works for hire as defined under Title 17 of the United States Code, and all copyrights in those works are the property of OUSD.
- 17. Waiver: No delay or omission by either party in exercising any right under this Agreement shall operate as a waiver of that or any other right or prevent a similar subsequent act from constituting a violation of the Agreement.
- 18. Termination: OUSD may at any time terminate this Agreement upon written notice to CONTRACTOR. OUSD shall compensate CONTRACTOR for services satisfactorily provided through the date of termination. In addition, OUSD may terminate this Agreement for cause should CONTRACTOR fail to perform any part of this Agreement. In the event of termination for cause, OUSD may secure the required services from another contractor. If the cost to OUSD exceeds the cost of providing the services pursuant to this Agreement, CONTRACTOR shall pay the additional cost.
- 19. Conduct of Consultant. CONSULTANT will adhere to the following staff requirements and provide OUSD with evidence of staff qualifications, consistent with invoicing requirements outlined in Section 8, which include:
 - 1. Tuberculosis Screening
 - 2. Fingerprinting of Employees and Agents. The fingerprinting and criminal background investigation requirements of Education Code section 45125.1 apply to CONTRACTOR's services under this Agreement and CONTRACTOR certifies its compliance with these provisions as follows: "CONTRACTOR certifies that CONTRACTOR has complied with the fingerprinting and criminal background investigation requirements of Education Code section 45125.1 with respect to all CONTRACTOR's employees, subcontractors, agents, and subcontractors' employees or agents ("Employees") regardless of whether those Employees are paid or unpaid, concurrently employed by OUSD, or acting as independent contractors of CONTRACTOR, who may have contact with OUSD pupils in the course of providing services pursuant to the Agreement, and the California Department of Justice has determined that none of those Employees has been convicted of a felony, as that term is defined in Education Code section 45122.1. Contractor further certifies that it has received and reviewed fingerprint results for each of its Employees and Contractor has requested and reviews subsequent arrest records for all Employees who may come into contract with OUSD pupils in providing services to the District under this Agreement.

Contractor initial:

In the event that OUSD, in its sole discretion, at any time during the term of this contract, desires the removal of any CONSULTANT related persons, employee, representative or agent from an OUSD school site and, or property, CONSULTANT shall immediately upon receiving notice from OUSD of such desire, cause the removal of such person or persons.

- 20. No Rights in Third Parties. This Agreement does not create any rights in, or inure to the benefit of, any third party except as expressly provided herein.
- 21. OUSD's Evaluation of CONTRACTOR and CONTRACTOR's Employees and/or Subcontractors. OUSD may evaluate the CONTRACTOR's work in any way that OUSD is entitled to do so pursuant to applicable law. The OUSD's evaluation may include, without limitation:
 - 1. Requesting that OUSD employee(s) evaluate the CONTRACTOR and the CONTRACTOR's employees and subcontractors and each of their performance.
 - 2. Announced and unannounced observance of CONTRACTOR, CONTRACTOR's employee(s), and/or subcontractor(s).

Professional Services Contract

- 22. Limitation of OUSD Liability. Other than as provided in this Agreement, OUSD's financial obligations under this Agreement shall be limited to the payment of the compensation provided in this Agreement. Notwithstanding any other provision of this Agreement, in no event, shall OUSD be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits or revenue, arising out of, or in connection with, this Agreement for the services performed in connection with this Agreement.
- The CONTRACTOR and all CONTRACTOR's agents, personnel, employee(s), and/or subcontractor(s) shall 23. Confidentiality. maintain the confidentiality of all information received in the course of performing the Services. CONTRACTOR understands that student records are confidential and agrees to comply with all state and federal laws concerning the maintenance and disclosure of student records. This requirement to maintain confidentiality shall extend beyond the termination of this Agreement. Contractors will be permitted access to student data only where permissible under state and federal law and only after executing OUSD's Confidentiality Agreement Regarding Student Data.
- 24. Conflict of Interest. CONTRACTOR shall abide by and be subject to all applicable OUSD policies, regulations, statutes or other laws regarding conflict of interest. CONTRACTOR shall not hire any officer or employee of OUSD to perform any service by this Agreement.

CONTRACTOR affirms to the best of his/her/its knowledge, there exists no actual or potential conflict of interest between CONTRACTOR's family, business or financial interest and the services provided under this Agreement, and in the event of change in either private interest or services under this Agreement, any question regarding possible conflict of interest which may arise as a result of such change will be brought to OUSD's attention in writing.

Through its execution of this Agreement, CONTRACTOR acknowledges that it is familiar with the provisions of section 1090 et seq. and section 87100 et sea, of the Government Code of the State of California, and certifies that it does not know of any facts which constitute a violation of said provisions. In the event CONTRACTOR receives any information subsequent to execution of this Agreement, which might constitute a violation of said provisions, CONTRACTOR agrees it shall notify OUSD in writing.

- 25. Integration/Entire Agreement of Parties. This Agreement constitutes the entire agreement between the Parties and supersedes all prior discussions, negotiations, and agreements, whether oral or written. This Agreement may be amended or modified only by a written instrument executed by both Parties.
- 26. Litigation: This Agreement shall be performed in Oakland, California and is governed by the laws of the State of California. The Alameda County Superior Court shall have jurisdiction over any state court litigation initiated to enforce or interpret this Agreement. If litigation is initiated, the prevailing party shall be entitled to reasonable attorney's fees and costs.
- 27. Contract Contingent on Governing Board Approval: The District shall not be bound by the terms of this Agreement until it has been formally approved by the District's Governing Board, and no payment shall be owed or made to CONTRACTOR absent formal approval. This Agreement shall be deemed to be approved when it has been signed by the Board of Education, and/or the Superintendent as its designee.
- 28. Signature Authority. Each party has the full power and authority to enter into and perform this Agreement, and the person signing this Agreement on behalf of each Party has been given the proper authority and empowered to enter into this Agreement.
- Counterparts. This Agreement and all amendments and supplements to it may be executed in counterparts, and all counterparts 29. together shall be construed as one document.
- 30. Incorporation of Recitals and Exhibits. The Recitals and each exhibit attached hereto are hereby incorporated herein by reference.

Summary of terms and compensation:

Anticipated start date: 10/10/2011

Work shall be completed by: 06/08/2012

Total Fee: \$25,000.00

OAKLAND UNIFIED SCHOOL DISTRICT

President, Board of Education Superintendent or Designee

Secretary, Board of Education

<u>10-12-11</u> Date

Date

Contractor Signature

Vanessa Flynn Print Name, Title **Educational Consultant**

Certified: 1/17/11 Edgar Rakestraw,

Board of Education

File ID Number: 11-27 Introduction Date: //- 7-// Enactment Number: 11-2.441 Enactment Date: 11-16-11 By. AZ

Rev. 6/01/11 v2

Page 4 of 6

CONTRACTOR

EXHIBIT "A" Scope of Work

DESCRIPTION OF SERVICES TO BE PERFORMED BY CONTRACTOR

CONTRACTOR's entire Proposal is <u>not</u> made part of this Agreement. [IF A CONTRACTOR PROVIDES AN ACCEPTABLE DESCRIPTION OF SERVICES AS PART OF A PROPOSAL, THAT DESCRIPTION OF SERVICES CAN BE ATTACHED <u>WITHOUT</u> ANY TERMS, CONDITIONS, LIMITATIONS, ETC., FROM THAT PROPOSAL.]

Summary for Board Memo and Board Agenda – Must accurately align with scope of work below.

We will first begin with a three hour refresher course to review the techniques and procedures we used last year. Ms. Flynn will follow up by weekly visits to Hoover. The visits will include: Grade Level Collaboration Meetings to assist in the development of appropriate support activities, observation, elbow teaching, and mentoring of new teachers and our literacy coach. She will also provide monthly school professional development meetings.

SCOPE OF WORK

 Vanessa Flynn
 will provide a maximum of 365.00 hours of services at a rate of \$65.00 per hour for a total not to exceed \$25,000.00

 Services are anticipated to begin on 10/10/2011 and end on 06/08/2012

1. Description of Services to be Provided: Provide a description of the service(s) the contractor will provide. Be specific about what service(s) OUSD is purchasing and what *this* Contractor will do.

Our three hour review of the Read, Think, Apply instructional program will be provided to all staff members. The program includes weekly standards map, benchmark aligned instruction for each grade level. Further, there are additional assessments provided to be sure that students are meeting benchmark objectives. Based on observation, principal and teacher requests, teachers will receive additional mentoring in the implementation of the program. This will include, but is not limited to, demonstration lessons, elbow teaching, and individualized instruction/ discussion. Based on teacher need and assessment results, there will be biweekly professional development classes for the staff. Ms Flynn will also assist in our grade level collaboration meeting to help guide teachers in complete planning and preparation of the reading program. Each grade level will meet for 1 1/2 hours every 2 weeks.

2. Specific Outcomes: What are the expected outcomes from the services of this Contract? Be specific. For example, as a result of the service(s): 1) How many more Oakland children are graduating from high school? 2) How many more Oakland children are attending school 95% or more? 3) How many more students have meaningful internships and/or paying jobs? 4) How many more Oakland children have access to, and use, the health services they need? Provide details of program participation (Students will...) and measurable outcomes (Participants will be able to...). NOT THE GOALS OF THE SITE OR DEPARTMENT.

As a result of Vanessa Flynn's professional development services and coaching the Read Think Apply framework:

100% of teachers at Hoover Elementary School will implement Read Think Apply literacy framework consistently and with fidelity as measured by the RTA rubric.

60% of all Kindergarten through fifth grade students reading behind grade level will be reading on grade level by the end of year as determined by the Scholastic Reading Assessment or the Accelerated Reading Assessment.

40% of students in the Basic category will reach proficient on the CST students in the Far Below Basic and Below basic will gain by 15% points on the CST.

The number of students reading books daily and by choice will increase by 10% to 80% as measured by the Accelerated Reader STAR assessment throughout the year.

3. Alignment with District Strategic Plan: Indicate the goals and visions supported by the services of this contract: (Check all that apply.)

Ensure a high quality instructional core	Prepare students for success in college and careers
Develop social, emotional and physical health	Safe, healthy and supportive schools
Create equitable opportunities for learning	Accountable for quality
✓ High quality and effective instruction	Full service community district

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Anticipated			10/10/2	10 Mar - 10 Mar - 1	Date work will		6/08/2012 Other Expense 385 Total Contract A					
Pay Rate F		equired)	\$65.0	0	Number of Hou	IIS	385	Total	Contrac	t Amount	⇒25,0	00.00
1	f you are pl	anning to r	nulti-func	l a contract i	Budge using LEP funds. ple		mation ntact the State	e and Fe	deral Offic		ting requ	isition.
Resourc	ce#	Resource	Name		Org Key					Object Code		Amount
3010)	Title	1		1704	485010	01			5825	\$25,0	00.00
										5825	\$	
							5825					
Requis	sition No	. RO	201133				Total Co	ntract A	mount		\$25,0	00.00
			Lumping	Appro	oval and Routing	(in or	der of appr	ovalste	eps)		a the au	
Services of	cannot be p	rovided be	fore the		Ily approved and a rvices were not prov					document affirm:	s that to	your knowledge
√ ou	ISD Admir	nistrator	erifies t		dor does not app					tos://www.enle	.gov/enl	s/search do)
Lorent	inistrator /								Phone	(510) 879-17		
	te / Departn			<u>, 1</u>	Hover Elementary Fax					(510) 654-4816		
Signa	ature 7	alt	D.	Tha 1	Margin	>		Date A	pproved	19/22/1	1	
Reso	urce Mana	ger, if usir	funds I	managed by	State and Federal	Quality	, Community, Sc	hool Devel	opment	Complementary Lear	ming / After	r School Programs
2.	ope of work	indicates	complian	t use of rest	ricted resource and	is in ali	gnment with s	school sit	e plan (SF		7.	
Signa	ature	X	sa	map	ach	/		Date A	proved	61	Lle	111
	ature (if using			urces) (LA			Date A	pproved		l	
TRO	onal Execu			Mauget align	with people of days	rtmont	or school site					
3. Ac	Services described in the scope of work align with needs of department or school site Consultant is qualified to provide services described in the scope of work										1	
Signa		111	H	DAT	K-J	CI	hll		oproved	10/	4/1	
4				nal eaders	hip / Deputy Supe	rintend	lent Business	s Operat	ions			te Under \$50,000
Signa		Man			tes			Date Ap	oproved	10-12	11	
					re on the legal contr	ract	Taria		I			
Legal Requ	1			ract A	pproved		Denied - R				Date	0
Procureme	ant Date	e Received	1				PO Numbe	er		P20.	244	4

THIS FORM IS NOT A CONTRACT